


<b>FROM</b>	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR JUNE 24, 2009		

**TO**

Captain John Carr, Fire Department  
 Mr. Ken Sands, Parking Authority  
 Mr. Kirkland Gabriel, DOT TEC  
 Mr. Kevin Sullivan, DOT Planning  
 Mr. John Thumbi, DOT Traffic  
 Ms. Miriam Agrama, DHCD Plans Examining  
 Dr. Nollie P. Wood Jr., Mayor's Office  
 Mr. James Wescott, Finance  
 Mr. Geoff Veale, Zoning Administrator  
 Mr. David Tanner, BMZA

DATE:  
Date of Distribution: June 30, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Ken Hranicky, Bob Quilter, Anthony Cataldo, and Martin French for the Department of Planning;
- John Thumbi, Kirkland Gabriel, Kevin Sullivan, and Marcel Tracey for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie P. Wood Jr. for the Mayor's Commission on Disabilities;
- Capt John Carr for the Fire Department;
- John Igwe and Milan Rai for DHCD Plans Examining;
- Vivaldi Nguyen for DPW Solid Waste; and
- John Carroll for DPW Waste Water Engineering.

### **Agenda**

1. 1301 Covington Street / Federal Place Townhomes (Revised Plans)
2. 1600 Harlem Avenue / Wylie Funeral Home Proposed PUD
3. 2401 Saint Stephens Street / 2,500 sqft Community Building

### **Plans Update**

1. 1500 Greenmount Avenue / City Arts Apartment Building (Revised Plans)

## **1301 Covington Street / Federal Place Townhomes (Revised Plans)**

**Zoning:** O-R-2

Plans Date: v2 June, 18 2009

**Block/Lot:** 1924-C/065-075 & 089-100

**Urban Renewal:** Key Highway URP

**Environmental:** Forest Conservation, Chesapeake Bay Critical Area

**Total Site Area:** ±2.291 Acres (±99,795.96 sqft)

In addition to Committee Members and Planning staff, in attendance was:

- Brent Flickinger, Department of Planning: 410-396-5936 & brenton.flickinger@baltimorecity.gov
- LaToya Staten, Downtown Partnership of Baltimore: 410-396-34632 & lstaten@dpob.org
- Stephen Hayes, DMW Inc.: 410-296-3333 & shays@dmw.com
- Doug Schneideman, Madison Homes: 703-429-2769 & dfs@madisonhomesinc.com
- Tom King, Devereaux & Assoc.: 703-893-0102 & tking@devereauxarch.com

### **Project Summary:**

This project was approved as a subdivision for townhomes in 2005. Following a down-turn in the market, the portion of the property on the northeast corner of East Gittings Street and Belt Street has not yet been developed (23 of the 49 townhomes). The project team has changed the concept to a stacked condominium configuration.

### **Comments & Issues:**

- **Project Updates:** The project was last reviewed on May 13, 2009, and has returned for further review. The previously subdivided lots will be consolidated.
  - Following the last review, it was determined that UDARP review was not required.
  - A preliminary plans review with full building code analysis needs to be completed. Plans Examining and the Fire Department were concerned that the four stories of the buildings, along with the garage space and stair enclosures may move this building type to a different portion of the building code. Contact Plans Examining to schedule this review.
- **Chesapeake Bay Critical Area:** Show the pervious (green) area calculation on the revised plan, and highlight if there is any difference from the previous total area in the townhouse configuration. If there is a gain in green area, this is preferable. If there is a net loss, contact Ken Hranicky for further instructions (410-396-9508).
- **Parking:** The aisle width of the private driveway should be 20' in width, vs. the 16' shown. Potential solutions to achieve this width may include moving the eastern building row two feet to the east, which would have the stairs in the public right-of-way (minor privilege required). Additionally, check to see if parking spaces for the western building row could be redesigned at 10' wide by 18' deep, which would gain two feet of width (four feet in total). Stop bars and stop signs need to be shown on the revised plans.
- **Accessibility:** On the revised plans, identify units that meet visitability criteria.
- **Landscaping:** For the single end townhouse, perhaps consider plantings to hide the sprinkler valve enclosure.

- Elevations: There have been good overall improvements to the elevations. For the single end townhouse, consider reversing the floorplan for this unit, and consider bay windows.
- Trash Service: Contact DPW Solid Waste when trash service should begin. Each unit will have a separate can. There are recessed areas in the elevations for trash can storage.
- Zoning Analysis:
  - For a lot of ±99,796 sqft, 181 dwelling units are permitted, 34 are proposed.
  - F.A.R. is based on the consolidated lots, and is proposed to be 2.26 vs. the maximum permitted 3.0.
  - Setbacks: Front, Street Corner Side, and Rear Yards must each be ten feet in depth. The proposed buildings are shown to project within three of the four required yards, and so will require approval from the Board of Municipal and Zoning Appeals (BMZA).

### Next Steps

- Submit two complete sets of revised plans for final approval and stamp; and
- File BMZA appeal for setback variances.

### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Stephen Hayes

## **1600 Harlem Avenue / Wylie Funeral Home Proposed PUD**

**Zoning:** R-8

Plans Date: June 17, 2009

**Block/Lot:** 0098/1-13

**Urban Renewal:** None

**Environmental:** Forest Conservation, Stormwater Management

**Historic:** Old West Baltimore National Register District

**Total Site Area:** ±1.737 Acres

**Gross Floor Area:** ±9,407 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Rick Richardson, Richardson Engineering: 410-560-1502 & rick@richardsonengineering.net;
- Frank Harvey, FMHarvey Construction: 410-584-9030 & harvey@fmharvey.com

### **Project Summary:**

The existing funeral home on the southwest corner of the intersection with Harlem Avenue and Gilmor Street is not large enough to serve their clientele. A new funeral home is proposed for the consolidated lots on the northwest corner of Harlem Avenue and Gilmor Street. As the property is located in the R-8 General Residence District where funeral homes are not permitted, the applicants will request a Residential Planned Unit Development (PUD) that will allow for this use. The former row homes fronting on the north side of Harlem Avenue between Gilmor and North Mount Streets have been demolished, as well as the former row homes on the fronting on the east side of North Mount Street between Harlem Avenue and West Lanvale Street. These parcels will be consolidated with the former inner-block park (now City-Owned) to create the development site.

### **Comments & Issues:**

- Landscaping:
  - The Forest Stand Delineation (FSD) will require additional information from a site visit. Coordinate with Gary Letteron, 410-396-4369.
  - Fencing is provided around the site, and has been pulled back from the property boundaries to allow other adjacent property owners to access their properties where former alleys were located.
- Public Utilities: The sanitary sewers are proposed to be realigned in places to shorten their courses, as well as to avoid the proposed building. Access easements will be required so that they may be serviced or repaired as needed.
- Parking: The parking lot proposes to provide 68 parking spaces for visitors, four of which are handicapped accessible. Five garage parking spaces will also be provided to store funeral home vehicles.
- Accessibility: Sidewalks will need to be improved in the vicinity of the project, with appropriate ADA ramps oriented to crosswalks (not to the center of the intersection) with detectable pavement markings.

### **Next Steps**

- Submit two complete sets of revised plans for final approval and stamp;
- Set pre-petition conference with Department of Planning staff prior to introduction of the PUD City Council Bill.

### **NOTE**

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- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Rick Richardson

## **2401 Saint Stephens Street / 2,500 sf Community Building**

**Zoning:** R-8

Plans Date: June 24, 2009

**Block/Lot:** 3202/001

**Urban Renewal:** None

**Environmental:** None

**Total Site Area:** ±77,300

**Gross Floor Area:** ±2,500 (Community Building)

In addition to Committee Members and Planning staff, in attendance was:

- Fred Thompson, Gower Thompson, Inc.: 410-532-0101 & gowerthomp@aol.com;
- Daniel McCarthy, Episcopal Housing, Inc.: 410-366-6200 & dan@episcopalhousing.org

### **Project Summary:**

This is the site of the Saint Stephens Court Apartment buildings. The applicant is proposing to build a 2,500 sqft building to provide space for the apartment management office, as well as an amenity space for the residents of the apartments. There are a total of 72 apartments, though one is currently occupied by the apartment management office. After construction that unit will be available for lease as a dwelling unit.

### **Comments & Issues:**

- **Landscaping:** A tree protection plan, prepared and signed by an ISA Certified Arborist, will be submitted to the Department of Planning for approval and is to be included in the grading and building permit. Contact Gary Letteron for further review at 410-396-4369. One tree will be removed during construction.
- **Parking:** The existing parking lot was approved prior to requirements to provide handicapped parking spaces. A portion of the parking lot will be reconfigured to allow for four handicapped parking spaces, with a new loss of only one space.
- **Zoning Analysis:** Following discussion with the Zoning Administrator, it was determined that so long as this building will only be used by staff or residents of this apartment complex, it can be considered an accessory use. Should this use pattern change, it will then be considered a principal use, and therefore will require approval by the Planning Commission for more than one principal structure on a lot. A letter has been received from the property owner stating that the use will be only for staff or residents of this building.
- **Plan Adjustments:** Following review by the committee, the applicant submitted a revised set of plans reflecting comments at the meeting on the next day. These minutes reflect that updated set of plans.
- **Public Utilities:** The utility connection will be provided in the breezeway between two of the apartment buildings. Only portions of the existing sidewalks will be disturbed to make this connection.

### **Next Steps**

- Revised plans have been accepted for final approval and stamp.

**NOTE**

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- **All approved final site plans must be stamped.**

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